

PLS Paralegal Studies

PLS 101 Introduction to Paralegal Studies (3-0) 3 crs.

Surveys the functions of law; courts and lawyers in modern society; analysis of the origin, training and role of the paralegal; professional responsibilities of the lawyer; outline of the fields and specializations within the practice of law; and instruction in legal research and writing upon a review of the sources and works of law. Students must take the Paralegal Studies entrance examination.

PLS 102 Fundamentals of Legal Research (3-0) 3 crs.

Orients students to law library and various legal publications, treatises and other legal writings encountered in day-to-day practice of law. Emphasizes developing student capability to analyze, interpret and communicate facts, ideas and law through comprehension of legal research techniques.

Prerequisite: PLS 101 with a grade of C or better, or consent of program coordinator.

PLS 103 Litigation (3-0) 3 crs.

Emphasizes the role of the paralegal in litigation. Analyzes civil procedure and instruction in preparation of documents used in lawsuits, covering pre- and post-trial matters, evidentiary problems and assistance during trials.

Prerequisite: PLS 101 with a grade of C or better, or consent of program coordinator.

PLS 105 Family Law (3-0) 3 crs.

Emphasizes the role of the paralegal in family law. Examines domestic relations law with emphasis on marriage, divorce, annulment, separation agreements, adoption and other legal matters involving the family.

Prerequisite: PLS 101 with a grade of C or better, or consent of program coordinator.

PLS 123 Real Property Law (3-0) 3 crs.

Provides historical study of common law estates and interests and statutes. Emphasizes the role of and relationship between the attorney and the paralegal in preparing the more common types of real property transactions and conveyances such as deeds, contracts and leases; drafting problems involving these various instruments; special research projects related to the subject matter; and a study of the system of recording and search of public documents. Students must take the Paralegal Studies entrance examination or have the coordinator's consent prior to registration.

PLS 200 Probate (3-0) 3 crs.

Emphasizes the role of the paralegal in probate matters. Surveys the principles, history and sources of probate law; examines probate court forms and tax returns; and details instruction in gathering information and preparing documents for the paralegal's supervising attorney.

PLS 201 Tort and Insurance Law (3-0) 3 crs.

Emphasizes the role of the paralegal in tort and insurance law. Studies basic tort and insurance principles; examines insurance claim procedures and pleading forms used in litigation of various actions.

PLS 202 Estate Planning (3-0) 3 crs.

Emphasizes the role of the paralegal in estate planning. Examines common forms of wills and trusts; survey of legal principles applicable thereto; and instruction in draftsmanship of documents by the paralegal for the supervising attorney.

PLS 205 Contract Law (3-0) 3 crs.

Surveys the principles, history, and sources of contract law. Examines the elements of a valid, enforceable contract. Provides instruction regarding the drafting of contracts. Examines Article 2 of the Uniform Commercial Code regarding the sale of goods. Emphasizes the role of the paralegal in contract law.

PLS 206 Environmental Law (3-0) 3 crs.

Studies American environmental law. Students will learn about the Clean Air Act, the Clean Water Act, the Comprehensive Environmental Response, Compensation and Liability Act, the Endangered Species Act, wetlands, asbestos, and environmental racism. Emphasis is placed on the role of the paralegal in an environmental law issue. Ethical issues dealing with environmental law are also presented and discussed.

PLS 208 Internship in Paralegal Studies (1-10) 3 crs.

Provides supervised experience in a legal setting to enhance students' technical paralegal skills. One-hour seminar each week devoted to paralegal issues.

Prerequisite: PLS 101, PLS 102, PLS 103, and a PLS elective with grades of C or better.

PLS 210 Corporate and Securities Law (3-0) 3 crs.

Prepares paralegal students to aid in incorporation, corporate record keeping and compliance with administrative regulations. This includes the understanding of statutes, rules, forms and releases pertaining to the principal acts administered by the Securities and Exchange Commission.

PLS 212 Law Office Management (3-0) 3 crs.

Studies law office management relying on the system analysis approach to examine design, methods and develop processes necessary for integrating the paralegal into the hierarchy of the organization of a law office with emphasis on defining functions of the lawyer, paralegal and legal secretary.

PLS 215 Today's Law Office (3-0) 3 crs.

Provides the paralegal student with exposure to and training in working within a law office. The Law Office is online and virtual, yet it still is a working law firm. Reviews the intricacies of medium-sized law firm with a strong emphasis on litigation and contract work as well. Upon the completion of this course, the student should retain an understanding of working through legal analysis to solve the problems of clients coming into a law firm. The course shall emphasize the need of the written project as well, including, but not limited to, client letters, motions, memorandums, briefs, deposition summaries and other legal documents produced by paralegals. The student will be familiar with information relevant to law practices including case law, statutes, news sources, administrative law and public records.

Prerequisite: PLS 101, PLS 102, PLS 103 and a PLS elective with grades of C or better.

PLS 220 Community Law (3-0) 3 crs.

Develops skills and competencies needed to recognize legal problems and comply with the procedures relating to various government agencies. Emphasis will be on federal housing and landlord-tenant law; mental and civil commitments; welfare laws; labor law; social security law; and consumer protection law. The paralegal's role in community law is stressed.

PLS 221 Bankruptcy Law (3-0) 3 crs.

Surveys the principles, history and sources of bankruptcy law in the United States. Examines the law relating to Chapters 7, 9, 11, 12 and 13 of the United States Bankruptcy Code. Provides instruction in the drafting of the schedules needed for Chapter 7, 9, 11, 12 and 13 filings. Examines the jurisdiction of the federal bankruptcy courts. Stresses the role of the paralegal in bankruptcy law.

PLS 222 Intellectual Property (3-0) 3 crs.

Provides historical study of the development of intellectual property law in the United States. Emphasizes the role of the paralegal in preparing applications for patent, copyright, and trademark protections with federal and state governments. Provides an overview of the role of the paralegal in preparing for litigation involving intellectual property law issues. Reviews ethical issues that arise in the intellectual property arena.

PLS 223 Computer-Assisted Legal Research (3-0) 3 crs.

Provides the paralegal student with exposure to and training in the use of the computer to perform legal research. Emphasizes Westlaw, LEXIS, and Internet research. Introduces the student to the latest forms of computer-assisted legal research as they become available.

Prerequisite: PLS 102 with a grade of C or better, or consent of program coordinator.

PLS 224 Commercial Real Estate Law (3-0) 3 crs.

Studies American commercial real estate law. Students will learn the anatomy of a commercial real estate transaction; the role of a paralegal in a commercial real estate transaction; the importance of title searches and surveys; and the role of leases, easements, and licenses. Students will also review the process utilized to obtain commercial real estate mortgages and the role of a paralegal in preparing for a commercial real estate closing. Emphasis is placed on the role of the paralegal in commercial real estate transactions. Ethical issues dealing with commercial real estate are also presented and discussed.

PLS 230 Topics in Paralegal Studies (1-0 to 6-0) 1-6 crs.

Studies selected problems or topics in paralegal studies. The exact content and instructional methodology will vary semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated two times to a maximum of six credit hours.